

**California Regional Water Quality Control Board  
Central Coast Region**

**Administrative Services**

Cyndee Jones

Administrative Officer II  
(805) 549-3372

Personnel Liaison, Supervision of staff with regard to all Administrative functions and In-Office Health and Safety Issues, Contract Administration and Management, Budget Liaison, and Out of State Travel Coordinator

Joan Smithen

Retired Annuitant  
(805) 542-4789

Stacy McTeer

SSA  
(805) 549-3686

**Duties:**

Timekeeping -  
Student & Staff

Leave Balances

Personnel  
Benefits  
Coordinator

Facilities  
Management

Student Contract

Purchasing  
Coordinator

Budget Liaison  
Backup

Vacant

OA  
(805) 549-3147

**Duties:**

Receptionist

Schedule  
Conference  
Rooms

Process all  
incoming/  
outgoing mail

Update CA Code  
of Regulations

Update Job/Exam  
Opportunities

Organizational  
projects assigned  
by RAO

Travel Expense  
Claims and  
Training  
Requests

Diane Glanville

SSA  
(805) 549-4629

**Duties:**

Contract  
Administration and  
Management

New Employee  
Orientation

Telecommunications  
Coordinator

Heather Williams

Student Assistant  
(805) 542-4635

**OA = Office Assistant**

**OT = Office Technician**

**SSA = Staff Services Analyst**